



ARTA Board of Directors - Briefing Notes November 23-23, 2022, Edmonton, Alberta

These briefing notes serve as the highlights from the November 23-23, 2022, ARTA Board of Directors Meetings. Some items and names have been left out either because they are considered confidential or are not items that can be shared at this time. These briefing notes do not serve as the official minutes of the meeting. If you have questions or concerns about any of the information contained within this report, please contact the CEO & Executive Director, Daniel Mulloy via email at dmulloy@arta.net or via telephone at (780) 822-2400.

Meeting called to order on November 22, 2022, at 1:26pm.

1.0 Executive Committee Reports

- 1.1 Executive Committee Report
 - 1.1.1 Review of report as presented. Motion noted.
 - 1.1.2 Ex Officio Appointments
 - 1.1.2.1 Communications
 - 1.1.2.2 Governance
 - 1.1.2.3 Health Benefits Committee
 - 1.1.2.4 Pension & Financial Wellness
 - 1.1.2.5 Wellness
 - 1.1.2.6 SPAC
 - 1.1.2.7 ARTCF
 - 1.1.2.8 Trust
 - 1.1.3 We are hoping for an update from Alberta College of Pharmacy (**ACP**) on our pharmacy application.
 - 1.1.4 The Benefits 101 session this morning was a great presentation.
 - 1.1.5 There will be a session in February for Branch Presidents to network and learn.
 - 1.1.6 The Human Resources manual has been revised and is currently being edited. It will be shared once it has been finalized.
 - 1.1.7 When we moved to self-administration, we lost a direct line to active teachers that we had through our previous administrator. An update to the active teachers' membership category will be proposed that will help us to gain direct contact with active teachers.
 - 1.1.8 Branch subsidy grant cheques should be mailed out by the end of November. A reminder to branch presidents to send in the membership lists so that cheques can be issued.
 - 1.1.9 Reimbursement for branch Zoom licenses is still available.
 - 1.1.10 An updated ARTA rep program is under development. The training session should be occurring in Spring 2023.
 - 1.1.11 **NOTICE OF MOTION:** Motion to implement the amended ARTA membership category for active teachers.
 - 1.1.12 Treasurer – Finance Report
 - 1.1.13 Review of financial reports as presented.
 - 1.1.14 The Balance Sheet is always accurate at a specific point in time – this one is as of September 30, 2022.
 - 1.1.15 Under current assets – the second line is investments.
 - 1.1.15.1 There were a lot of investments under 2021 but we were waiting for interest rates to go up before moving them into a GIC.
 - 1.1.16 Under property and equipment
 - 1.1.16.1 There was an increase in costs because we moved to a new building that required additions.
 - 1.1.17 Under current liabilities
 - 1.1.17.1 Now that we are meeting in person, we are spending money so there are cost increases compared to when everything was virtual.
 - 1.1.18 Money is available to a branch who would like to host the golf tournament in 2023. Please let the CEO know if you're interested in hosting.
 - 1.1.19 **NOTICE OF MOTION:** Motion to increase the existing credit limit of ATB corporate MasterCard account.
- 1.2 CEO Report
 - 1.2.1 Review of report as presented. No motions at this time.
 - 1.2.2 ARTA**Rx** Update
 - 1.2.2.1 *Information deemed confidential.*

- 1.2.2.2 ARTARx has applied for a community pharmacy license after our mail order pharmacy license application was denied. We are still waiting for an answer from the ACP.
 - 1.2.2.3 If our pharmacy license does not come through, we will be seeking legal advice and suing the ACP for lost revenue and expenses because when our application was first made, we worked with the ACP and we were advised that there were no impediments to our application.
 - 1.2.2.4 An email was sent from the CEO to both the Registrar and Deputy Registrar of the ACP requesting an update. We are waiting for a response.
 - 1.2.2.5 *Information is deemed confidential.*
 - 1.2.2.6 Our application for the community pharmacy license was submitted in September and we have had no response to date.
 - 1.2.2.7 We have received legal counsel on our next steps.
 - 1.2.2.8 If/when the license is granted, we can get the pharmacy opened very quickly.
- 1.2.3 Active Teacher Membership Category
- 1.2.3.1 Last year we proposed an active teacher membership category. This membership would be given to active teachers free of charge and offer them a digital membership that would allow us to collect their information, which would give us the ability to market with them directly.
 - 1.2.3.2 The board asked us to review the membership category. There was concern about active teachers having access to the scholarships available to our retired members.
 - 1.2.3.3 An updated version of this membership is now being proposed.
 - 1.2.3.3.1 The new membership category for active teachers would be called ARTA 101.
 - 1.2.3.3.2 Two *new* scholarships are being proposed to ARTA 101 members.
 - 1.2.3.3.2.1 One scholarship to a direct relative
 - 1.2.3.3.2.2 One scholarship for an active teacher to pursue continuing education.
 - 1.2.3.4 Member shared that a new retiree at their branch shared that they didn't join the ARTA benefits plan because they were encouraged by their school board to stay with current plan administrator because it would be easier for them to not make the switch.
 - 1.2.3.5 Member suggested that it's not appropriate for retired teachers who are on a pension to pay for a scholarship for active teachers, especially because they have many other scholarships available to them through ATA.
 - 1.2.3.6 ARTA currently does draws at teachers' conventions that gives us contact information for active teachers, but due to legislation we are only able to contact them once with that information.
 - 1.2.3.7 Previous administrator is not moving people off of the active plan at 65 now, they move over to their retiree plan automatically upon retirement regardless of their age.
 - 1.2.3.8 ARTA recently met with pension administrator to get more of a line of sight into ARTA's ability to market itself through them.
 - 1.2.3.9 *Item deemed as confidential.*

2.0 Benefit Plan Trust Fund

- 2.1 Review of report as presented. No motions at this time.
- 2.2 Education Sector - August there was a typo in the report.
- 2.3 As funds come into the bank accounts the money is normally moved into investments within 1-2 days.
- 2.4 The annual investment rate of return for 2022 should be available to share at the next board meeting.
- 2.5 In 2020, the audit was delivered in May, which was unusually late.
- 2.6 The 2021 audit was presented to the Trustees in November 2022, which was very late.
- 2.7 The trusts were switching from Health and Welfare Trusts to Inter-Vivos Trusts which are taxable.
- 2.8 Inter-Vivos Trusts are treated as though the Trust is an individual person. This means that tax rates are determined as if the Trust's income was that of an individual. The Emergency Travel Trust's large income meant that a high tax rate was calculated.
- 2.9 In 2021, emergency travel had a large amount of income.
- 2.10 The taxes due to CRA were calculated.
- 2.11 The trustees sought advice from lawyers, accountants (more than one), etc. The advice received was to pay the tax bill and then deal with the aftermath once the tax was paid to not incur additional penalties. Penalties were already accrued because we were late receiving the audit and filling our taxes.
- 2.12 The funds that were needed to cover the tax bill were redeemed from the investments.
- 2.13 An independent accounting firm has been engaged in an Adequacy Peer Review of the financial statements to make sure that everything in the audit and filings look as they should.
- 2.14 The current auditor could not meet the March 31 deadline (which ensures on time filing of taxes), so the Trust went to market, and selected a new accounting firm as the new auditor for 2022.

3.0 Health Benefits Committee Report

- 3.1 Review of the report as presented, and placemat as presented by COO.
- 3.2 Inflation is affecting the costs that we are paying out in the benefit plan, which has led to rate increases for members.
- 3.3 Emergency Travel provider recognizes their deficiencies in service to our members and they have outlined a number of steps that they are taking to improve service levels.
- 3.4 Benefits plan consultant will be completing a comprehensive Plan Performance Review working with the experience we've had since we began self-administration.
- 3.5 Following the November 10, 2022, premium withdrawal, there was a bump in calls from people who didn't read the notice that went out.
- 3.6 **NOTICE OF MOTION:** Motion that ARTARx plan enrollment be frozen as of January 1, 2023, until a decision is reached on our pharmacy license application, and we can determine appropriate eligibility for enrollment in the ARTARx plan.

4.0 Communications Committee Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 The Autumn issue of *news&views* featured the photo contest winning photographs.
- 4.3 Upcoming *news&views* themes are as follows:
 - 4.3.1 Spring 2023 - Harmony (due January 20, 2023)
 - 4.3.2 Summer 2023 - Do It Now! (due April 20, 2023)
 - 4.3.3 Autumn 2023 - Well-Aged (due July 20, 2023)
 - 4.3.4 Winter 2023 - Let's Get Cooking (due October 20, 2023)
 - 4.3.5 *news&views* articles can be submitted to editor.
- 4.4 Writing Contest
 - 4.4.1 The submission deadline for the Writing Contest was November 18, 2022.
 - 4.4.2 Judging will take place using Reviewr software this year.
- 4.5 Photo Contest
 - 4.5.1 The 2023 Photo Contest will be announced in the Winter issue of *news&views*.
 - 4.5.2 The Categories for the 2023 Photo Contest are:
 - 4.5.2.1 Nature

- 4.5.2.2 Travel
- 4.5.2.3 Well-Aged
- 4.5.2.4 Contrast

5.0 Wellness Committee Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 The November meeting was held via Zoom because of the inclement weather.
- 5.3 There is ongoing discussion regarding the Wellness Challenge and how to increase participation amongst our members.
- 5.4 Wellness planners have been well received. Branch presidents are able to bring any back, please see Marketing.

Meeting adjourned.

BOARD OF DIRECTORS MEETING – WEDNESDAY, NOVEMBER 23, 2022

1.0 Call to Order and O' Canada

- 1.1 Meeting was called to order.
- 1.2 Singing of O' Canada by all attendees.
- 1.3 Treaty land acknowledgement – Treaty 4, 6, 7, 8, and 10.

2.0 Governance Committee Report

- 2.1 Review of report as presented. Motions noted.
- 2.2 The scholarship evaluation process will be reviewed and updated beginning in January 2023.
- 2.3 Because the Governance Committee oversees the scholarship and bursary programs, the addition of two potential new scholarships for the active teacher membership category would be administered by the Governance Committee. As such, the committee reviewed the potential scholarships, and made the following recommendation to the Executive Committee.
 - 2.3.1 The Governance Committee recommends the establishment of two new Scholarships for ARTA 101 members; one Scholarship for an ARTA 101 practicing teacher and one Scholarship for the relative of an ARTA 101 member.
- 2.4 Policies and Procedures
 - 2.4.1 A review of section 22.1.1.3 of the ARTA Policies and Procedures was reviewed by the Governance Committee at the request of the Executive Committee. Potential updates were made to the Policies and Procedures document, which are outlined in the below forthcoming motions which will be debated by the Board of Directors.
 - 2.4.2 **NOTICE OF MOTION:** Motion that the phrase *“while traveling from the member’s primary residence”* be inserted into 22.1 as in the redline version of 22.1 under 22.0 Expense Guidelines.
 - 2.4.3 **NOTICE OF MOTION:** Motion that the original 22.1.1.3 be deleted and be replaced by: *“Travel from a member’s nonprimary residence must receive advance approval from the CEO and Executive Director.”*
 - 2.4.4 **NOTICE OF MOTION:** Motion that *“22.1.4 Virtual Meal Expenses”* be added as in the redline version under 22.0 Expense Guidelines.
 - 2.4.5 **NOTICE OF MOTION:** Motion that under 22.1.4 following clauses be added: *“22.1.4.1 Lunch expenses will be paid to a maximum of \$30 with an itemized receipt per person per diem.”* And *“22.1.4.2 Lunch expenses will be paid to a maximum of \$15 without a receipt per person per diem.”*

3.0 Pension & Financial Wellness Committee Report

- 3.1 Review of report as presented. No motions at this time.
- 3.2 Related parties happy with the transition of pension funds to new pension fund managers
- 3.3 Everything that the new fund managers have been saying is the 'right' thing to say, so we trust them. But pension administrators are also regularly verifying that what they say they are doing is actually being done.
- 3.4 Pension Administrators have provided instruction/an agreement on how to invest funds and fund managers are following it.
- 3.5 Many former pension administrator staff are now working for fund managers.
- 3.6 The Committee is hosting a webinar next Tuesday, November 29 at 1:00pm
 - 3.6.1 The webinar will be presented by Capital Estate Planning and is titled "*Enhancing Retirement Sources: RRIFs and Annuities.*"
 - 3.6.2 Request that branch presidents advise their members of this upcoming webinar.
 - 3.6.3 **TASK 1:** An email to be sent to branch presidents providing registration information for the upcoming webinar that can be distributed to branch members.
- 3.7 Another webinar will be held on January 11, 2022. This webinar will be presented by the Pension Administrator. Please look for details in upcoming *ARTAfacts*.

4.0 Strategic Planning and Advocacy Committee Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 The committee will be working on developing questions to send out to political parties and their leaders in advance of the next provincial election.
- 4.3 The committee will also be reviewing survey results from the New Committee and Board Member Orientation.

5.0 ACER-CART and Public Interest Alberta (PIA) Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 At ACER-CART's November 1 meeting they discussed Bill C228, which makes pensions a priority in the event of a company files bankruptcy.
- 5.3 One of the main focuses of the Seniors Task Force in 2022 has been to promote the need for an Independent Seniors Advocate Office. When the Seniors Task Force met with the provincial government, the government officials made it clear that they were happy with the status quo and would not look at having an Independent Seniors Advocate. So far, there has not been any movement in this area.

6.0 ATA Educational Trust Report

- 6.1 Review of the report as presented.
- 6.2 Past President advised that member has completed their term on the ATA Educational Trust and will not be continuing in this role.
- 6.3 A new appointment to the ATA Educational Trust will be forthcoming.

7.0 Approval of the Agenda

- 7.1 **MOTION 1:** Motion to approve the agenda as presented. **CARRIED**

8.0 Approval of Expenses & Minutes

- 8.1 Approval of Board Expenses

8.1.1 **MOTION 2:** Motion seconded to approve the expenses as presented. **CARRIED**

- 8.2 Approval of Minutes from September 13-14, 2022

8.2.1 **MOTION 3:** Motion to approve the September 13-14, 2022, meeting minutes as presented. **CARRIED**

9.0 Business Arising from the Minutes

- 9.1 None at this time.

10.0 Action Items

- 10.1 Executive Committee

10.1.1 **MOTION 4:** Motion to implement the amended ARTA membership category for active teachers. **CARRIED**

10.1.2 **MOTION 5:** Motion to increase the existing credit limit of the ATB corporate MasterCard account from the existing limit. **CARRIED**

- 10.2 Health Benefits Committee

10.2.1 **MOTION 6:** Motion that ARTARx plan enrollment be frozen as of January 1, 2023, until a decision is reached on our pharmacy license application, and we can determine appropriate eligibility for enrollment in the ARTARx plan. **CARRIED**

10.2.2 Please wait for the communication to come out from ARTA before sharing it with your members.

10.2.3 If our community license should be granted in advance of January 1, 2023, a special meeting of the Board of Directors will be called to rescind this motion and amend it.

- 10.3 Governance Committee

10.3.1 **MOTION 7:** Motion that the phrase *“while traveling from the member’s primary residence”* be inserted into 22.1 as in the redline version of 22.1 under 22.0 Expense Guidelines.

10.3.2 **MOTION 8:** Motion that the original 22.1.1.3 be deleted and be replaced by: *“Travel from a member’s nonprimary residence must receive advance approval from the CEO and Executive Director.”*

10.3.3 Member proposed the following amendment to motion 8 by substitute motion as follows:
22.1.1.3 Reimbursement for travel from a member’s non-primary residence to attend a regularly scheduled meeting of ARTA’s Board of Directors, or an ARTA committee, shall be subject to prior approval by the Executive Committee. Approval will be based on consideration of the following: a) availability of adequate online connection; b) role of the member requesting to attend in person; c) the reason member travel is not from the place of primary residence. Such reimbursement shall not exceed \$1,500 CDN for all travel related expenses including air or ground transportation, meals, and accommodation while in transit.

10.3.4 There was a lot of discussion amongst board members regarding the merit of the original Motion 8 and the proposed amendment. Ultimately it was decided to refer the motions back to the Governance Committee for review in advance of the next Board of Directors Meeting (see motions 10 and 11).

- 10.3.5 **MOTION 9:** Motion to defer the decision of Motion 7 until a decision has been reached on Motion 8. **CARRIED**
- 10.3.6 **MOTION 10:** Motion to accept the amendment by substitute motion as presented. **MOTION DEFEATED (11 in favor, 16 opposed)**
- 10.3.7 **MOTION 11:** Motion to refer the four proposed motions from the Governance Committee back to the Governance Committee for review and amendment in advance of the next board meeting. **CARRIED**

11.0 Approval of Reports

- 11.1 **MOTION 12:** Motion to accept the ARTA financial reports as presented. **CARRIED**
- 11.2 **MOTION 13:** Motion to accept the Benefits Plan Trust Fund report as presented. **CARRIED**
- 11.3 **MOTION 14:** Motion to adopt all reports as presented. **CARRIED**

12.0 Other Business

- 12.1 None at this time.

13.0 Correspondence

- 13.1 None at this time.

14.0 Next Meetings

- 14.1 Committee Progress Reports are due February 15, 2023.
- 14.2 The next Board of Directors Meeting will be held February 21-22, 2023.

15.0 Adjournment

- 15.1 **MOTION 15:** Motion to adjourn the meeting at 11:19 a.m. **CARRIED.**